

0340.07 Destruction of Confidential Records

Issued January 6, 1997

SUBJECT: Destruction of Confidential Records

APPLICATION: Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of State Government.

PURPOSE: To provide or administer services necessary to properly destroy confidential records for State agencies.

CONTACT AGENCY: Department of Management and Budget (DMB)
Tenant and Land Services
Stevens T. Mason Building
530 W. Allegan Street, 1st Floor
P.O. Box 30026
Lansing, Michigan 48909

TELEPHONE: (517) 373-6227

FAX: (517) 241-3143

SUMMARY: Tenant and Land Services administers confidential records destruction service for State agencies.

APPLICABLE FORMS: Affidavit of Destruction

PROCEDURES:

Tenant and Land Services:

- Administers either internal resources or contractual services in the proper and efficient destruction of confidential records and media for all State agencies.
- Oversees charges based on the type of destruction to be performed.
 - A minimum charge will be applied to all processes.
 - Additional charges may be placed on those items which are required to be disposed of at a landfill, e.g., materials with carbon, plastic wrap or other impurities that would prohibit recycling.
- Agencies are billed monthly through MAIN R*Stars.

Agency:

- Follows applicable procedures necessary to obtain approval to destroy records.
- Utilizes the State contracted service provider when coverage exists in their area.
 - An Affidavit of Destruction will indicate the department and agency for which destruction was performed, the date of destruction, the number of boxes, items destroyed, and the signature of the individual who performed the destruction.
 - An affidavit must be requested prior to the destruction process.

- Provides all appropriate account code information necessary to bill for service prior to receipt of material to be processed.
- Material shipped to the destruction site must be clearly marked for destruction and provide identification including the department, agency, and accounting information for which services are being provided.
- Arranges for transportation of records to the contracted service provider.

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